

NATIONWIDE  
NATIONAL GUARD OF ARIZONA  
HUMAN RESOURCE OFFICE  
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495  
PHONE (602) 629-4800; DSN 853-4800  
WEBSITE: <http://dema.az.gov/>

TITLE 32 EXCEPTED  
TECHNICIAN VACANCY ANNOUNCEMENT

**NATIONAL GUARD MEMBERSHIP IS REQUIRED:** This is an excepted service position that requires membership in a compatible military assignment in the National Guard. Selectee will be **required to wear the military uniform.**

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**ANNOUNCEMENT NUMBER: 19-429T      OPENING DATE: 5-Nov-19    CLOSING DATE: 26-Nov-19**

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**POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:**

Human Resources Officer (Military), GS-0201-12, O3/Capt-O5/Lt Col

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**APPOINTMENT FACTORS:** OFFICER ☒      WARRANT OFFICER ☐      ENLISTED ☐

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**KNOWN PROMOTION POTENTIAL: NONE**

**SALARY RANGE:**

\$77,130.00-\$100,273.00 PA

**SUPERVISORY** ☒    **MANAGERIAL** ☐

**NON-SUPERVISORY/NON-MANAGERIAL** ☐

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**LOCATION OF POSITION:**

161 Air Refueling Wing, Phoenix, AZ

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**APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be received by close of business (1530 MST) on the closing date shown above or if mailed postmarked no later than the closing date.** The Human Resources Office will not accept applications that are mailed at government expense, exceptions to hard-copy delivery may be considered on case-by-case basis. Please contact 602-629-4826/4834 for consideration. Faxed applications will not be accepted.

**AREA OF CONSIDERATION:**

This position is in the Federal/Excepted Civil Service and is **open to current members and those eligible for membership in the Arizona Air National Guard.** Individual selected will receive an **Indefinite Appointment** and may be converted to permanent based on availability of funds or position no longer being encumbered. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will require a military medical records screening if applicable, to be completed prior to appointment, and/or may be required to take a pre-employment medical screening examination dependent on the position type and military medical records screening results.

**INSTRUCTIONS FOR APPLYING:** Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Application documents must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary.

Applicants **MUST** submit a completed **AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement)** or a separate document explaining how they meet each Knowledge, Skill and Ability listed below and a Resume or the **Optional Form 612.**

**EVALUATION PROCESS:** Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending

dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

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**CONDITION OF EMPLOYMENT:** Prior to appointment into this position, selectee must be a current member of the Arizona Air National Guard, in a military unit supporting 161st ARW and be able to qualify for the following AFSC: C38F3, within 12 months of assignment

- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.
- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Military Uniform must be worn.
- Applicants must maintain membership and employment in the National Guard in the military grade listed in this announcement.

**EQUAL OPPORTUNITY:** The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

<b>Relocation Incentive may be offered:</b>	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input checked="" type="checkbox"/>
<b>PCS may be offered:</b>	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input checked="" type="checkbox"/>

**NOTES:**

Note: This position is subject to rotating shifts, night shifts, and weekends/holidays.

Note: Open to AZARNG willing to cross over or current AZANG.

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**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:**

**Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.**

1. Ability to provide supervision, guidance and team leadership to all organizations within the Force Support Squadron.
2. Skill associated with recruiting, retaining, educating and training for military forces supported by the Military Personnel Flight (MPF).
3. Experience communicating military human resources policies and procedures through meetings, written documentation, oral presentations, and state of the art communications and media.
4. Experience advising leadership and all levels of command on military Human Resources functions by identifying problems with solutions.

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**SPECIALIZED EXPERIENCE:** Must possess at least **36** months specialized experiences in personnel and manpower core competencies: Organization Structure, Requirement Determination, Program Allocation and Control, and/or Performance Improvement. In addition to analytical and problem solving abilities, positions at this level require specialized knowledge of all applicable merit principles and practices related to federal civilian, military, and National Guard technician personnel programs. Expert in managing Army and Air National Guard organizational structures; organizational and manpower standards; manpower resources; military grades; manpower data systems; peacetime and wartime manpower requirements and utilization; and, commercial services to include, strategic sourcing. Experienced in operational readiness planning, personnel deployments, and writing various readiness status reports. Experienced in writing, designing, formatting, publishing, or presenting military or civilian briefings for senior leadership, conferences, workshops, or special committee reporting. Experienced in performing total-force personnel program requirements to accomplish labor union negotiations and agreements; skilled in completing accession planning and processing; classification and.

**BRIEF JOB DESCRIPTION:** This position is located in the Military Personnel Flight (MPF), Mission Support Group of an Air National Guard flying wing. Its primary purpose is to manage, coordinate, direct, and oversee work through subordinate supervisors for all functional areas of the Military Personnel Flight for the wing and supported units and to exercise second level supervisory and managerial authorities. Serves as a staff advisor responsible for providing military human resources assistance, guidance, and direction (personally and through subordinate staff) to military units. Work includes administration and oversight of annual budgets, management of operations and maintenance funds, recruiting and retention, formal schools, and specialty orders accounts pertaining to the Military Personnel Flight.

**SELECTING OFFICIAL:** Col Denise Sweeney

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